

State of Alabama
Personnel Department
64 North Union Street
P. O. Box 304100
Montgomery, AL 36130-4100
Phone: (334) 242-3389
Fax: (334) 242-1110
www.personnel.alabama.gov

Continuous Announcement

FORENSIC SCIENTIST SUPERVISOR – 20844

Salary: \$64,077.60 – \$97,766.40

Revised Date: February 12, 2014

JOB INFORMATION

The Forensic Scientist Supervisor is a permanent full-time position with the Department of Forensic Sciences. Positions are located throughout the state. This is highly responsible professional and managerial work in directing a major laboratory or discipline activities in the state forensic sciences system.

MINIMUM REQUIREMENTS

- Bachelor's degree from an accredited* college or university with a major in Chemistry, Biology, Bio-Chemistry, Medical Technology, Pharmacology, Medicinal Chemistry, Genetics, Physics, Toxicology, Chemical Engineering, Mathematics, or closely related field (*see reverse for our policy on accepting post-secondary and advanced degrees).
- **Five (5) years** of scientific laboratory experience in one or more of the following areas:
 - Conducting lab work (extractions, separations, identifications) **to include** writing laboratory reports and reporting results
 - Performing Evidentiary Breath Testing (EBT) calibrations, or
 - Conducting directed research **to include** the publication of scientific papers.
- **One (1) year** of formal supervisory experience to include hiring/terminating personnel, conducting performance appraisals, assigning work/projects, and employee counseling.
- For the **promotional register**, current permanent Merit system status as a Forensic Scientist, Senior with the Department of Forensic Sciences

NOTES

- Your application must contain enough information to fully satisfy the above qualifications or it will not be accepted. For example, experience conducting lab work will not be accepted without specific information regarding the writing of laboratory reports and reporting of results, and supervisory experience will not be accepted without detail about conducting performance appraisals, etc.
- A **Ph.D.** from an accredited* college or university with a major in Chemistry, Biology, Bio-Chemistry, Medical Technology, Pharmacology, Medicinal Chemistry, Genetics, Physics, Toxicology, Chemical Engineering, Mathematics, or closely related field will substitute for up to **two (2) years** of the required five years of experience. A **Master's** degree from an accredited* college or university in one of the above majors will substitute for up to **one (1) year** of the required five years of experience.
- Employees in this position may be exposed to biological hazards and caustic materials.
- Employees may be required to work nights, weekends, and holidays and/or travel overnight.

ADDITIONAL REQUIREMENT

- Applicants **must** submit an **official** college transcript for each accredited* postsecondary academic institution attended. Original transcripts issued to students will be accepted. Photocopies of transcripts, faxed transcripts, and/or information obtained from the internet will NOT be accepted. Official transcripts which have been submitted for any state job after January 2, 2012, will remain on file in our system and will not need to be resubmitted. You may call to verify.

EXAMINATION

- **Open-Competitive** to all applicants and **Promotional** to current state employees in the designated classification
- An evaluation of **Training and Experience** as shown on application will comprise 100% of the final score for the open-competitive register and 95% of the final score for the promotional register. The remaining 5% of the promotional score will be based on the average of the applicant's service ratings for the last three years.

HOW TO APPLY

- Complete an Application for Examination Form available at www.personnel.alabama.gov, the above address, or any Alabama Career Center Office.
- Apply by mail or by fax. *Applications will be accepted until further notice.* The State Personnel Department is not responsible for late receipt of applications due to mail service or faxing malfunctions.

Individuals currently on the register MUST reapply to remain eligible for employment.

Veteran's credits are NOT allowed on promotional examinations.

THE STATE OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER.

Except for pretest information provided by State Personnel to all applicants, you should not directly or indirectly obtain information about examinations. If you do, the State Personnel Director may do several things. One, you may not be given an examination. Two, you may be disqualified after an examination. Three, your name may be removed from a register. Or four, your name may not be certified from the register. (Rules of the State Personnel Board, Chapter 670-x-9). According to the Code of Alabama, 36-26-47, a willful violation of exam security is a misdemeanor. Any person who is convicted of this type of misdemeanor will not get a state job. If they are officers or employees of the state, they will be required to forfeit their office or position for five years.

If you know of anyone who has violated this policy, you should contact the Examination Manager at the State Personnel Department.

Applicants hired by the State of Alabama on or after January 1, 2012 will be subject to the E-Verify process pursuant to Act No. 2011-535.

State of Alabama Personnel Department Policy on Accepting College Coursework, Post-Secondary and Advanced Degrees

1. Specific college coursework required for a job, as well as Bachelor's, graduate, post graduate, and doctoral degrees will be accepted from the schools accredited by any of the six regional accreditation associations in the United States. These associations are listed below.

- Southern Association of Colleges and Schools (SACS)
- Middle States Association of Colleges and Schools (MSA)
- Northwest Commission on Colleges and Universities (NWCCU)
- North Central Association of Colleges and Schools – The Higher Learning Commission (NCA-HLC)
- New England Association of Schools and Colleges – Commission on Institutions of Higher Education (NEASC-CIHE)
- Western Association of Schools and Colleges – Accrediting Commission for Senior Colleges and Universities (WASC-ACSCU)

2. Coursework or degrees from schools that have not been accredited by a regional accreditation association will be accepted if a regionally accredited school considers the coursework or degree to be an acceptable prerequisite for admission to an advanced degree program. For example, if a regionally accredited school accepts an applicant's bachelor's degree for admittance into a graduate degree program, State Personnel will accept the degree. In the case of required college coursework (but no degree requirement), State Personnel will accept the college coursework if a regionally accredited school accepts the coursework towards a post-secondary degree (e.g., a bachelor's degree). **This must be documented by a letter of acceptance from the regionally accredited school.** State Personnel will review such requests on a case-by-case basis.

Note: This policy is subject to change. Certain state agencies may have additional requirements.